



Best Practices

Payroll To-Do Sheet (Set-up by pay period)

- New Hires
- Terminations
- LOA's
- Pay Rate Changes
- Transfers (Confirm if EE's are moving states)
- Promotions
- Department Changes
- Benefit Changes / Adjustments
- Direct Deposit Changes
- Garnishments
- Double Check that Bonuses and Commissions match up, hours (regular, OT, absences, etc.)
- Look for highs or lows in hours
- Compare current payroll numbers to the last pay period
- Review the payroll register